

**Policy: W-05-01**

**Policy Title: Water Operator & Relief Water Operators**

**Policy Purpose: Job Responsibilities & Duties**

**Implementation Date: 08/29/2005**

**Revision Date: 09/12/2005**

**TOWN OF WESTFIELD**  
**PUBLIC WORKS DEPARTMENT**  
**Water Operators Daily Responsibilities and Duties**

This policy is being created to set forth assigned job responsibilities and duties for the Westfield Public Works Department Water Operator and Relief Water Operator to ensure that the Westfield Public Works Department adequately provides the services required by the Water Division. The Director of the WPWD, the WPWD Water Supervisor, and/or the WPWD Operations Manager may change or assign other job responsibilities and duties at anytime as part of this policy.

Attached are lists of responsibilities and duties that will be assigned to the Water Operator (Attachment A) and the Relief Water Operator (Attachment B). These responsibilities and duties will rotate on a bi-monthly basis.

This policy does not relieve either of the water operators from performing their responsibilities or duties or the responsibilities or duties of the other water operator, if one of the water operators is absent from work during that day or during a period of time; i.e. vacation or illness.



Bruce A. Hauk  
Director



Kurt J. Wanninger  
Operations Manager

## **Attachment A**

### **Water Operator #1 - Responsibilities and Duties**

- River Road Water Treatment Plant (RRWTP) and the North Water Treatment Plant (NWTP) – Water operator #1 is responsible for performing all duties associated with the proper water production, testing and operation of the RRWTP and the NWTP.
- Water operator #1 is responsible for all required testing of water quality samples and equipment, ordering of materials, required maintenance, and overseeing outsourced maintenance activities, well water quality testing and draw down testing, and all other responsibilities and duties associated with the daily operations of the water treatment facility and wells.
- Water Operator #1 is responsible for all daily (M-F) and weekly house-keeping and grounds maintenance responsibilities and duties associated with the RRWTP, NWTP, and assigned facilities (see list below). This includes, but is not limited to cleaning, mowing and servicing equipment.
- Water Operator #1 is responsible for daily (M-F) security site visits to all water treatment facilities, well houses and booster stations.
- Water Operator #1 is responsible for all daily (M-F) water sampling and testing associated with the RRWTP and NWTP facilities. This includes, but is not limited too, the Moontown Booster Station, the 161<sup>st</sup> Street Booster Station and the Car Clinic sampling location.
- Water Operator #1 is responsible for the monthly water distribution sampling within the WPWD water service territory.
- Both Water Operator #1 and #2 are responsible for insuring that the quarterly water distribution sampling within the WPWD water service territory is conducted.
- Below is a list of the facilities assigned to Water Operator #1 during the first bi-monthly period:
  - River Road Water Treatment Plant and Grounds
  - River Road Wells and Well Field
  - North Water Treatment Plant and Grounds
  - North Water Treatment Plant Wells and Well Field
  - Moontown Booster Station and Grounds
  - 181<sup>st</sup> Street Water Tower and Grounds
  - GTE (Verizon) Water Tower and Grounds

## **Attachment B**

### **Water Operator #2 - Responsibilities and Duties**

- Cherry Tree Water Treatment Plant (CTWTP) and Greyhound Pass Water Treatment Plant (GHPWTP) (Note: GHPWTP currently not operational) – Water operator is responsible for performing all duties associated with the proper water production, testing and operation of the CTWTP.
- Water operator is responsible for all required testing of water quality samples and equipment, ordering of materials, required maintenance, and overseeing outsourced maintenance activities, well water quality testing and draw down testing, and all other responsibilities and duties associated with the daily operations of the water treatment facility and wells.
- Water Operator #2 is responsible for all daily (M-F) and weekly house-keeping and grounds maintenance responsibilities and duties associated with the CTWTP and assigned facilities (see list below). This includes, but is not limited to cleaning, mowing and servicing equipment.
- Water Operator #2 is responsible for daily (M-F) security site visits to all water treatment facilities, well houses and booster station(s).
- Water Operator #2 is responsible for all daily (M-F) water sampling and testing associated with the CTWTP facility. This includes, but is not limited too; Kim Herrick's House and other assigned sampling locations.
- Both Water Operator #1 and #2 are responsible for insuring that the quarterly water distribution sampling within the WPWD water service territory is conducted.
- Below is a list of the facilities assigned to Water Operator #2 during the first bi-monthly period:
  - Cherry Tree Water Treatment Plant and Grounds
  - Cherry Tree Wells and Well Field
  - Greyhound Pass Water Treatment Plant and Grounds
  - 146<sup>th</sup> Street Water Tower and Grounds
  - 161<sup>st</sup> Street Water Tower and Grounds